

REQUEST FOR WORKERS SKILLS QUALIFICATION (FOR WORKER'S EMPLOYER ONLY)

Notes:

- For new worker who just report work in Singapore, employer is required to register him for Identity Verification at BCA (URL: www.bca.gov.sg/ORV). Upon successfully verification, worker's In-Principal Approval (IPA) copy will be endorsed and original skills certificate will be issued to him.
- There is no replacement of certificates. Statement will only be issued to candidates who had passed the test conducted by BCA.
- The statement is only for trade test certificates issued by BCA. BCA will not endorse on replicate certificates issued by BCA's Approved Test Centres.
- Please attach the following photocopy as the support document:
 - (1) Worker's work permit. **OR**
 - (2) In-Principle Approval (IPA) and a printout of Period of Employment (POE) (for returned worker).
- Please pay by Nets / Cash Card / Cash / Credit Card.
- All search fees paid are non-refundable.
- Please note that statements not **collected within 3 months after the receipt date** will be disposed off.

Please tick

Normal service

A non-refundable search fee of **\$21.00** (with GST) per worker will be charged.
 The statement of information would be ready for collection 10 working days (1pm-5pm) after the receipt date.
 If an application is made for information concerning more than 50 candidates,
 BCA Manpower Development Department officer will contact the company's representative on the collection of the statements.

Express service

A non-refundable search fee of **\$63.00** (with GST) per worker will be charged.
 The statement of information would be ready for collection 3 working days (1pm-5pm) after the receipt date.

Particulars of Candidate(s)

S/No	Name	IC Nos. (for Singaporean, PRC or Malaysian workers) Passport Nos. (for other nationalities)	Nationality	Work Permit No.	Date of Birth	Trade	Level: BBC/ BSC/ SEC/ SEC(K) / CCPT	Test Date
1								
2								

(PI photocopy if insufficient.)

Company Name: _____ Company UEN.: _____ Contact Person: _____ Contact number: _____

Authorisation

We hereby authorise _____ NRIC / Passport No. _____ to submit the statements on our company's behalf.

 Signature of employer's representative/ Company stamp/ Date

Collection

Statement/s collected by: _____ Name: _____ Signature / Date: _____

For Official Use

Payment Collection
 Fee paid: \$ _____ Received by/Date: _____ Invoice No/Date: _____